

ADMINISTRATIVE

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5 September 1972

MEMORANDUM FOR: Director of Logistics

SUBJECT : Document Copying in the Agency

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1. In accordance with our telephone conversation of 1 September 1972, attached are memoranda prepared by Messrs. [REDACTED] in PSD's Systems Staff concerning the use of copying equipment in the Agency. I believe that the questions raised therein are particularly timely, considering Ex/Dir's recently expressed concern over the management of records within the Agency. It is suspected that much of the upgrading of equipment is for "prestige" reasons rather than actual need and the costs involved in this upgrading are multiplying rapidly. It is also suspected that a very large portion of the 28.8 million copies produced on Xerox equipment at the present annual rate is attributable to the ease and speed of operation of this equipment, with no critical analysis of the need for or value of much of the material which is reproduced, distributed, read and filed.

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2. I support [REDACTED] recommendation that a thorough study be made of Agency copying operations and policies. While PSD will assist in the study whatever manner requested, it is probable that the study should be conducted by an individual representing our top internal administration policy-making level.

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[REDACTED]
Chief
Printing Services Division, OL

Att

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